

## **MANDATORY DEDICATION CHECKLIST**

Please provide the following items for efficient processing of dedications. Each item is required at a certain step in the review/preparation process. Missing items could result in processing delays and/or rejection of the submittal.

### **ALL SUBMITTALS:**

- ☐ 1. Completed application. (Project Title e.g.: TM 5432, TPM 12345, UY 4321, STP 08-012)
- ☐ 2. **"Current"** Preliminary Title Report, dated within the last 3 months, showing ownership; trust deeds or other estate that may ripen into fee. Certain types of dedications can be accomplished with a Lot Book Report, (if you wish to use this form of report, please contact Real Estate Services in advance to determine project eligibility).
- ☐ 3. A copy of the signature block for business entities or trusts. Please provide documentation showing signatories authorization (i.e. Articles of Organization, Operating Agreement, Resolution of the Board of Directors, etc.).
- ☐ 4. Assessor's page with subject property highlighted.
- ☐ 5. Copy of current Grant Deed (vesting document) of subject property.
- ☐ 6. Engineering quality map, plat, or sketch of dedication area on an 8½" x 11" sheet, suitable for recording. (For road dedications, map should show Official centerline.)
- ☐ 7. Legal description of dedication - double-spaced with Land Surveyor's stamp, along with closure tapes/calculations (for strips of land, centerline description is preferred).
- ☐ 8. Provide electronic copies of all legal descriptions, AutoCAD files, and closure tapes/calculations.
- ☐ 9. Copies of all referenced documents and support data mentioned in the legal description; i.e., referenced maps, recorded documents.
- ☐ 10. Contact information for Land Surveyor, including current address and phone number.
- ☐ 11. Name of Planning and Development Services (PDS) contact person(s) that you are working with.
- ☐ 12. Copy of Notice (Conditions) of Approval, Negative Declaration or Resolution that requests the dedication.
- ☐ 13. A processing deposit of \$685 per parcel/ownership for the first document, with \$200 for each additional document, along with \$100 per Subordination Agreement (Trust Deed). Additional fees will be charged for each re-submittal or additional review and for requests to expedite processing.

### **ADDITIONAL REQUIREMENTS - Open Space & Drainage/Flowage Easements:**

- ☐ 14. For **Open Space Easements** - Submit Map stamped "Approved" from Environmental Analysis Division (EAD) of Planning and Development Services (PDS), (if available).
- ☐ 15. For **Drainage/Flowage Easements** - Submit Improvement Plan stamped "Approved" from Land Development Division of Department of Public Works (DPW), (if available).

Due to certain review procedures we are required to observe, the processing of documents usually requires a **minimum** of 10 working days. Please plan accordingly.

Please direct inquiries to:

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**COUNTY OF SAN DIEGO**  
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**REAL ESTATE SERVICES DIVISION (MS 0200)**  
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**SAN DIEGO, CALIFORNIA 92123**

**County of San Diego  
Department of General Services  
Real Estate Services Division**

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